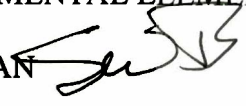




The Secretary of Energy
Washington, D.C. 20585

July 23, 2008

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: SAMUEL W. BODMAN 
SUBJECT: 2008 Secretarial Honor Awards

Since announcing the new Secretarial Award Program last summer, I have had the opportunity to recognize a number of our employees for their accomplishments and dedicated service to the Department and to our Nation. This spring, I hosted the inaugural Secretarial Honor Awards Ceremony and was joined by former Secretary Schlesinger to recognize the first group of Honor Award winners. It is my sincere hope that the Secretarial Honor Awards Ceremony becomes an institutional tradition at the Department of Energy.

I am pleased to solicit your nominations for the 2008 Secretarial Honor Awards. The Secretary's Honor Awards, consisting of the James R. Schlesinger Award; the Secretary of Energy's Excellence Award; and the Secretary of Energy's Achievement Award, represent the highest internal non-monetary recognition our employees and contractors can receive. I look forward to hosting the 2008 recipients at a ceremony in Washington, D.C., later this year.

The Office of Human Capital Management has developed guidance relating to the 2008 Honor Award nomination process. I ask that you review these materials, consider the significant accomplishments of your organization in relation to the mission priorities, goals, and objectives of the Department, and put forward select nominees for consideration.

Secretarial Honor Award nominations for 2008 are due to the Office of Human Capital Management by September 15, 2008.

Thank you for your continued personal involvement in this important process.

Attachments

